

## NOTICES OF EXEMPT RULEMAKING

The Administrative Procedure Act requires the *Register* publication of the rules adopted by the state's agencies under an exemption from all or part of the Administrative Procedure Act. Some of these rules are exempted by A.R.S. §§ 41-1005 or 41-1057; other rules are exempted by other statutes; rules of the Corporation Commission are exempt from Attorney General review pursuant to a court decision as determined by the Corporation Commission.

### NOTICE OF EXEMPT RULEMAKING

#### TITLE 7. EDUCATION

#### CHAPTER 2. STATE BOARD OF EDUCATION

*Editor's Note: The following Notice of Exempt Rulemaking is exempt from Laws 2009, 3rd Special Session, Ch. 7, § 28. (See the text of § 28 at 15 A.A.R. 1942, November 20, 2009.)*

[R10-91]

#### PREAMBLE

- | <u>1. Sections Affected</u> | <u>Rulemaking Action</u> |
|-----------------------------|--------------------------|
| R7-2-601                    | Amend                    |
| R7-2-603                    | Amend                    |
| R7-2-604.01                 | Amend                    |
| R7-2-605                    | Amend                    |
| R7-2-606                    | Amend                    |
| R7-2-607                    | Amend                    |
| R7-2-609                    | Amend                    |
| R7-2-610                    | Amend                    |
| R7-2-611                    | Amend                    |
| R7-2-613                    | Amend                    |
| R7-2-614                    | Amend                    |
| R7-2-615                    | Amend                    |
| R7-2-616                    | Amend                    |
| R7-2-618                    | Amend                    |
| R7-2-619                    | Amend                    |
- 2. The statutory authority for the rulemaking, including both the authorizing statute (general) and the statutes the rules are implementing (specific):**  
Authorizing statute: A.R.S. § 15-203(A)(1)  
Implementing statute: Not applicable
- 3. The effective date of the rules:**  
May 24, 2010
- 4. A list of all previous notices appearing in the *Register* addressing the exempt rules:**  
Not applicable
- 5. The name and address of agency personnel with whom persons may communicate regarding the rulemaking:**  
Name: Vince Yanez, Executive Director  
State Board of Education  
  
Address: 1535 W. Jefferson St.  
Phoenix, AZ 85007  
  
Telephone: (602) 542-5057  
Fax: (602) 542-3046  
E-mail: vince.yanez@azed.gov
- 6. An explanation of the rule, including the agency's reasons for initiating the rule, including the statutory citation to the exemption from the regular rulemaking procedures:**  
The purpose of the rule change is to bring the certification rules up to date. The changes include technical corrections, revisions due to statutory changes, and clarifications of current certification practices and procedures.

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7. A reference to any study relevant to the rule that the agency reviewed and either relied on or did not rely on in its evaluation of or justification for the rule, where the public may obtain or review each study, all data underlying each study, and any analysis of each study and other supporting material:  
Not applicable
8. A showing of good cause why the rule is necessary to promote a statewide interest if the rule will diminish a previous grant of authority of a political subdivision of this state:  
Not applicable
9. The summary of the economic, small business and consumer impact:  
The rules are not expected to have any economic impact on small businesses nor have any impact upon school districts and charter schools.
10. A description of the changes between the proposed rules, including supplemental notices and final rules (if applicable):  
Not applicable
11. A summary of the comments made regarding the rule and the agency response to them:  
As required by the Board's rulemaking procedures, a public hearing was held on May 17, 2010. No comments were received.
12. Any other matters prescribed by statute that are applicable to the specific agency or to any specific rule or class of rules:  
Not applicable
13. Incorporations by reference and their location in the rules:  
Not applicable
14. Was this rule previously made as an emergency rule? If so, please indicate the Register citation:  
Not applicable
15. The full text of the rule follows:

TITLE 7. EDUCATION

CHAPTER 2. STATE BOARD OF EDUCATION

ARTICLE 6. CERTIFICATION

Section

- |              |  |
|--------------|--|
| R7-2-601.    | Definitions  |
| R7-2-603.    | Professional Administrative Standards                                    |
| R7-2-604.01. | Professional Preparation Programs  |
| R7-2-605.    | <del>Duties of the Director of</del> Certification <u>Responsibility</u> |
| R7-2-606.    | Proficiency Assessments  |
| R7-2-607.    | General Certification Provisions   |
| R7-2-609.    | Elementary Teaching Certificates   |
| R7-2-610.    | Secondary Teaching Certificates  |
| R7-2-611.    | Special Education Teaching Certificates                                  |
| R7-2-613.    | PreK-12 Arts Education Certificates                                      |
| R7-2-614.    | Other Teaching Certificates  |
| R7-2-615.    | Endorsements   |
| R7-2-616.    | Administrative Certificates  |
| R7-2-618.    | Fees   |
| R7-2-619.    | Renewal Requirements   |

ARTICLE 6. CERTIFICATION

**R7-2-601. Definitions**

In this Article, the following definitions apply unless the context otherwise requires:

1. "Accredited institution" means one which is listed as accredited in the current ~~American Association of Collegiate Registrars and Admissions Officers Report~~ Higher Education Directory. An institution based outside the United States shall be considered accredited if an approved foreign document evaluation firm approved by the Department declares it to be comparable to an accredited American institution.
2. "Board" means the State Board of Education.

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3. "CTE" means Career and Technical Education.
- ~~3-4.~~ "Department" means the Arizona Department of Education.
4. ~~"Paraeducator" means an individual trained to perform certain specialized tasks in the occupation of education.~~
5. ~~"Paratherapist" means an individual trained to perform certain specialized tasks in the occupation of habilitation.~~
- ~~6-5.~~ "Practicum" means a period of structured observation and practice of the skills being learned, supervised by an individual trained in that area. The commonly used terms "student teaching," "internship," "residency," or "observation course" are included in this definition.
- ~~7-6.~~ "Professional development" means training to increase skills related to the occupation of education.
- ~~8-7.~~ "Teaching experience" means full-time employment which included full responsibility for the planning and delivery of instruction and evaluation of student learning. Substitute teaching is not considered full-time teaching experience.

**R7-2-603. Professional Administrative Standards**

- A. The standards presented in this Section shall be the basis for approved administrative preparation programs, described in R7-2-604. The Arizona Administrator Proficiency Assessment shall assess proficiency in the standards as a requirement for certification of supervisors, principals, and superintendents, as set forth in ~~R7-2-614~~ R7-2-616.
- B. Standard 1: The administrator facilitates the development, articulation, implementation, and management of an organization's mission. The performance assessment shall measure the extent to which the administrator:
  1. Develops a mission statement for the organization;
  2. Promotes support for and fulfillment of the organization's mission;
  3. Provides purpose and direction for individuals and groups within the organization;
  4. Demonstrates a knowledge of educational issues and how they affect students, schools, and the community;
  5. Facilitates the development of strategic action plans, and goals in cooperation with the community;
  6. Sets priorities in the context of community, student, faculty and staff needs;
  7. Serves as an articulate spokesperson for the welfare of all students in a diverse community;
  8. Describes the role of education in a democratic society within an historical context;
  9. Uses documentation of ~~his or her~~ the administrator's performance to design and continually update a professional development plan; and
  10. Develops, implements, and monitors changes to the organization's mission to improve student achievement.
- C. Standard 2: The administrator facilitates the success of all students by understanding, responding to, and influencing the social, cultural, and legal aspects of the community. The performance assessment shall measure the extent to which the administrator:
  1. Develops procedures for defining mutual expectations;ₐ
  2. Develops working relationships and strategies for formulating and implementing organizational policy and funding practices;ₐ
  3. Adjusts local policy to state and federal requirements;ₐ
  4. Develops procedures to recognize potential civil and criminal liabilities;ₐ
  5. Develops procedures to provide for equal educational opportunities in educational programs;ₐ
  6. Promotes the importance of understanding and appreciating the diversity in the community;ₐ
  7. Applies strategies for addressing international issues affecting teaching and learning;ₐ and
  8. Works effectively with policy makers.
- D. Standard 3: The administrator implements positive and proactive communication strategies for effective parent and community involvement to improve the learning environment for all students. The performance assessment shall measure the extent to which the administrator:
  1. Articulates organizational purpose and priorities to the community and news media;ₐ
  2. Requests and responds to community feedback;ₐ
  3. Demonstrates consensus building and conflict mediation;ₐ
  4. Formulates and implements plans for internal and external communications;ₐ
  5. Uses communications skills to strengthen community support;ₐ
  6. Develops support for organizational priorities;ₐ and
  7. Responds appropriately to the electronic and printed news media.
- E. Standard 4: The administrator effectively manages services, programs, operations, and resources. The performance assessment shall measure the extent to which the administrator:
  1. Demonstrates a knowledge and uses a variety of theories and models of organizations and of the principles of organizational development;
  2. Defines and uses effective processes for gathering, analyzing, and using data for decision making;
  3. Identifies, frames, and solves problems;
  4. Identifies priorities and formulates plans of action to meet internal and external expectations;
  5. Demonstrates project and time management skills;
  6. Establishes procedures to regulate activities and projects;
  7. Delegates at appropriate organizational levels;

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8. Secures, allocates and manages human and material resources;
  9. Utilizes staff evaluation and staff development systems to improve the performance of staff members;
  10. Applies adult motivation research to select appropriate models for supervision of the organization;
  11. Demonstrates understanding of employee benefits and alternative employee benefits packages;
  12. Identifies the potential legal issues affecting school personnel selection, development, supervision, retention, and dismissal;
  13. Demonstrates knowledge of student services and programs for which students may be categorically eligible;
  14. Evaluates and promotes improved organizational morale;
  15. Demonstrates knowledge of social agencies and services available in the community;
  16. Promotes a safe and effective learning environment; and
  17. Applies to daily practice the ethical conduct of the profession.
- F. Standard 5: The administrator advocates and supports curricular and instructional programs which promote the success of students. The performance assessment shall measure the extent to which the administrator:
1. Demonstrates knowledge of curriculum design;
  2. Develops a strategic plan that enhances teaching and learning;
  3. Plans curriculum which anticipates occupational trends and their educational implications;
  4. Demonstrates understanding of instructional objectives using theories of cognitive development;
  5. Demonstrates a knowledge of alignment and sequence of curriculum which promotes student achievement;
  6. Demonstrates knowledge of valid and reliable performance indicators and testing procedures to measure student achievement;
  7. Demonstrates knowledge of assessment strategies to help students achieve at high levels;
  8. Utilizes current technologies which support management and instructional functions;
  9. Exhibits knowledge of an instructional management system that includes research findings on learning, motivation, instructional strategies, instructional time, and resources to maximize student achievement;
  10. Demonstrates knowledge of research findings on the use of a variety of instructional strategies that include multicultural sensitivity and various learning styles;
  11. Implements programs to help students develop as caring and informed citizens; and
  12. Describes and applies legal requirements affecting student supervision.

**R7-2-604.01. Professional Preparation Programs**

- A. Professional preparation institutions may include, but are not limited to, universities and colleges, school districts, professional organizations, private businesses, charter schools, and regional training centers. At a minimum, the professional preparation program shall include training in the standards described in R7-2-602 and R7-2-603, a capstone experience, and alignment with national standards.
- B. The Board shall evaluate and may approve the professional preparation programs of institutions which request Board approval. Rules R7-2-604, R7-2-604.01 and R7-2-604.02 apply to all professional preparation programs in teacher, administrator, school guidance counselor, and school psychology programs that lead to certification. The Board may grant program approval for a period not to exceed five years.
- C. Board approval of professional preparation programs may be granted following the successful evaluation of the program. Board rules in effect at the time of the submission of a program for evaluation shall be the rules upon which the institution is evaluated. ~~These rules shall be enforced for all institutions seeking program approval as of February 28, 2005.~~

**R7-2-605. Duties of the Director of Certification Responsibility**

The Superintendent of Public Instruction or the Superintendent's designee shall be responsible for:

- 1- ~~The~~ the issuance and evaluation of the appropriate certificates based on the applicant's compliance with the statutes and rules; and
- 2- ~~The approval of foreign transcript translation and evaluation agencies.~~

**R7-2-606. Proficiency Assessments**

- A. The Arizona Teacher Proficiency Assessment is adopted as the proficiency assessment for applicants for teaching certificates. The Arizona Administrator Proficiency Assessment is adopted as the proficiency assessment for applicants for administrative certificates.
- B. The subject knowledge portion of the Arizona Teacher Proficiency Assessment shall assess proficiency as described in R7-2-602(H) as a requirement for certification of elementary and secondary teachers and in R7-2-602(H) and ~~R7-2-602(J)~~ as a requirement for certification of special education teachers.
- C. The professional knowledge portion of the Arizona Teacher Proficiency Assessment shall assess proficiency as described in R7-2-602(I) as a requirement for certification of elementary, secondary, special education, and ~~vocational~~ CTE teachers.
- D. The performance assessment portion of the Arizona Teacher Proficiency Assessment shall assess proficiency as described in R7-2-602(B), ~~R7-2-602(C)~~, ~~R7-2-602(D)~~, ~~R7-2-602(E)~~, ~~R7-2-602(F)~~, and ~~R7-2-602(G)~~ as a requirement for certification of elementary, secondary, and special education teachers. In lieu of a passing score on the performance portion of the

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Arizona Teacher Proficiency Assessment, a teacher who holds a provisional teaching certificate may convert such certificate within two months prior to its expiration to a standard elementary, secondary, or special education teaching certificate pursuant to R7-2-606(H) until the Board adopts the performance assessment portion of the Arizona Teacher Proficiency Assessment. The Board shall adopt the performance assessment portion of the Arizona Teacher Proficiency Assessment, or make a decision that a performance assessment will no longer be required as part of the Arizona Teacher Proficiency Assessment ~~no later than June 30, 2005.~~

- E. The Arizona Administrator Proficiency Assessment shall assess professional knowledge as described in R7-2-603 as a requirement for certification of administrators, supervisors, principals, and superintendents.
- F. The passing score for each assessment shall be determined by the Board using the results of validity and reliability studies. The passing score for each assessment shall be reviewed by the Board at least every three years.
- G. The proficiency assessments for professional knowledge and subject knowledge shall be administered at least six times each calendar year, at times and places determined by the Department.
- H. The provisional elementary, secondary, or special education certificate allows the beginning teacher up to four semesters or two school years of teaching experience before completing the performance assessment portion of the Arizona Teacher Proficiency Assessment.
  - 1. If the Board has adopted the performance assessment portion of the Arizona Teacher Proficiency Assessment but the teacher does not have full-time teaching experience for four semesters or two school years, the certificate shall, upon the written request of the holder, be extended once for the equivalent of the time the teacher was not employed during the provisional certification period.
  - 2. If the Board has adopted the performance assessment portion of the Arizona Teacher Proficiency Assessment and the teacher has been employed for four semesters or two school years and has taken but not passed the performance assessment, the certificate shall be extended once, for one year, upon the written request of the holder.
  - 3. If the teacher has been employed full-time for four semesters or two school years in a private school, public school, charter school, or parochial school ~~in the United States~~ or any Department of Defense dependent school or in a closely related education field and the Board has not yet adopted the performance portion of the Arizona Teacher Proficiency Assessment, the provisional certificate shall be converted within two months prior to its expiration to a standard teaching certificate upon verification by the teacher to the Department that ~~he or she~~ the teacher has had four semesters or two school years of teaching experience or experience in a closely related education field. "Closely related education field" means employment involving the presentation of instruction to ~~K-12~~ K through 12 students whether self-employed or employed by a private, parochial, public, or charter school.
  - 4. If the teacher has not been employed full-time for four semesters or two school years in a private school, public school, charter school, or parochial school ~~in the United States~~ or any Department of Defense dependent school or in a closely related education field, and the Board has not yet adopted the performance assessment portion of the Arizona Teacher Proficiency Assessment, the provisional certificate shall be extended once for ~~two~~ three years, upon written request of the holder to the Department. "Closely related education field" means employment involving the presentation of instruction to ~~K-12~~ K through 12 students whether self-employed or employed by a private, parochial, public, or charter school.
  - 5. If the performance assessment portion of the Arizona Teacher Proficiency Assessment is adopted by the Board prior to the expiration of a teacher's provisional certificate, the provisional certificate shall be extended once for two years, upon written request of the holder to the Department, to allow the teacher additional time in which to take the performance portion of the assessment.
- I. If the provisionally certified teacher has taken but not passed the performance assessment by the expiration date on the extended certificate pursuant to subsection (H)(1) or ~~(H)(2)~~ of this Section, the individual may reapply for a provisional certificate after one year, upon verification of the following:
  - 1. Efforts to remediate deficiencies identified in the performance assessment;
  - 2. Passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment; and
  - 3. Completion of the requirements for the provisional certificate which are in effect at the time of reapplication.

**R7-2-607. General Certification Provisions**

- A. The evaluation to determine qualification for certification shall not begin until an institutional recommendation or application for certification and official transcripts, and the appropriate fees have been received by the Department. Course descriptions, verification of employment, and other documents may also be required for the evaluation.
- B. The effective date of a new certificate shall be the date the evaluation is completed by the Department. The effective date of a renewed certificate shall be the date the evaluation for renewal is completed by the Department.
- C. All one-year certificates shall expire one year from the date of issuance. All certificates issued for more than one year shall expire on the ~~holder's birth~~ date of issuance in the year of expiration.
- D. If an applicant has not met all the requirements for the certificate or endorsement at the time of evaluation, the applicant shall have a maximum of ~~two years~~ 60 days to complete those requirements and request re-evaluation. ~~One re-evaluation shall be provided at no additional fee within two years of the original evaluation.~~
- E. Only those degrees awarded by an accredited institution shall be considered to satisfy the requirements for certification.

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- F. Professional preparation programs, courses, practica, and examinations required for certification shall be taken at an accredited institution or a Board-approved teacher preparation program.
- G. Only those courses in which the applicant received a passing grade or credit shall be considered to satisfy the requirements for certification.
- H. All certificates issued by the Board before the effective date of this Article are considered to have been issued in conformance with these rules.
- I. The Board shall issue a comparable Arizona certificate, if one has been established by R7-2-608, R7-2-609, R7-2-610, R7-2-611, R7-2-612, or R7-2-613, and shall waive the requirements for passing the comparable professional knowledge, subject knowledge, and performance portions of the Arizona Teacher-Proficiency Assessment, to an applicant who holds current comparable certification from the National Board for Professional Teaching Standards.
- J. Teachers in grades seven through 12 whose primary assignment is in an academic subject required pursuant to R7-2-302, R7-302.01 and R7-302.02 shall demonstrate proficiency by passing the appropriate subject area portion of the Arizona Teacher Proficiency Assessment. The subject areas of demonstrated proficiency shall be specified on the certificate. If a proficiency assessment is not offered in a subject area, an approved area shall consist of a minimum of 24 semester hours of courses in the subject.
- K. If a language assessment is not offered through the Arizona Teacher Proficiency Assessment, a passing score on a nationally accredited test of a foreign language approved by the ~~State Board of Education~~ may demonstrate proficiency of that foreign language in lieu of the 24 semester hours of courses in that subject.
- L. A teacher's language proficiency in a Native American language shall be verified by a person, persons, or entity designated by the appropriate tribe in lieu of the 24 semester hours of courses in that subject.
- M. Teachers of homebound students shall hold the same certificate that is required of a classroom teacher.
- N. Fingerprint clearance cards shall be issued by the Arizona Department of Public Safety.
- O. A person who surrenders their teaching certificate for any reason shall not submit an application for certification with the Board for a period of five years. A person re-applying after the five-year ban must apply under the current rules at the time of re-application.

**R7-2-609. Elementary Teaching Certificates**

- A. Except as noted, all certificates are subject to the general certification provisions in R7-2-607 and the renewal requirements in R7-2-619.
- B. Provisional Elementary Certificate – grades K through eight
  - 1. The certificate is valid for three years and is not renewable but may be extended as set forth in R7-2-606(H) or (I).
  - 2. The requirements are:
    - a. A Bachelor's degree,
    - b. One of the following:
      - i. Completion of a teacher preparation program in elementary education from an accredited institution or a Board-approved teacher preparation program, described in R7-2-604; or
      - ii. Forty-five semester hours of education courses which teach the knowledge and skills described in R7-2-602, including at least eight semester hours of practicum in grades K through eight. Two years of verified teaching experience in grades Prekindergarten through eight may be substituted for the eight semester hours of practicum; or
      - iii. A valid elementary certificate from another state.
    - c. A passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment,
    - d. A passing score on the elementary education subject knowledge portion of the Arizona Teacher Proficiency Assessment, and
    - e. A valid fingerprint card issued by the Arizona Department of Public Safety.
- C. Standard Elementary Certificate – grades K through eight
  - 1. The certificate is valid for six years.
  - 2. The requirements are:
    - a. ~~Qualification for the A provisional elementary certificate;~~
    - b. A passing score on the performance portion of the Arizona Teacher Proficiency Assessment; If a performance portion of the Proficiency Assessment has not been adopted by the Board, two years of verified full-time teaching experience may be used to fulfill this requirement;
    - c. A valid fingerprint clearance card issued by the Arizona Department of Safety; and
    - d. Forty-five hours or three semester hours of instruction in research-based systematic phonics. An accredited institution or other provider may provide this instruction.

**R7-2-610. Secondary Teaching Certificates**

- A. Except as noted, all certificates are subject to the general certification provisions in R7-2-607 and the renewal requirements in R7-2-619.
- B. Provisional Secondary Certificate – grades seven through 12

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1. The certificate is valid for three years and is not renewable but may be extended as set forth in R7-2-606(H) or (I).
  2. The requirements are:
    - a. A Bachelor's degree,
    - b. One of the following:
      - i. Completion of a teacher preparation program in secondary education from an accredited institution or a Board-approved teacher preparation program, described in R7-2-604; or
      - ii. Thirty semester hours of education courses which teach the knowledge and skills described in R7-2-602, including at least eight semester hours of practicum in grades seven through 12. Two years of verified teaching experience in grades seven through postsecondary may substitute for the eight semester hours of practicum; or
      - iii. A valid secondary certificate from another state.
    - c. A passing score on one or more subject knowledge portions of the Arizona Teacher Proficiency Assessment,
    - d. A passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment, and
    - e. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
- C. Standard Secondary Certificate – grades seven through 12
1. The certificate is valid for six years.
  2. The requirements are:
    - a. ~~Qualification for the A~~ provisional secondary certificate;
    - b. A passing score on the performance portion of the Arizona Teacher Proficiency Assessment; If a performance portion of the Proficiency Assessment has not been adopted by the Board, two years of verified full-time teaching experience may be used to fulfill this requirement; and
    - c. A valid fingerprint clearance card issued by the Arizona Department of Safety.

**R7-2-611. Special Education Teaching Certificates**

- A. Except as noted, all certificates are subject to the general certification provisions in R7-2-607 and the renewal requirements in R7-2-619. An Early Childhood Special Education certificate as described in this Section is not required for individuals who hold the Early Childhood endorsement as described in R7-2-615 in combination with an Arizona cross-categorical, specialized special education, or severe and profound teaching certificate as described in this Section. An Early Childhood Special Education certificate as described in this Section is not required for individuals who hold the Early Childhood Teaching Certificate as described in R7-2-608 in combination with an Arizona cross-categorical, specialized special education, or severe and profound teaching certificate as described in this Section.
- B. Terms used in this Section are defined in A.R.S. § 15-761.
- C. Provisional Cross-Categorical Special Education Certificate – grades K through 12.
1. The certificate is valid for three years and is not renewable but may be extended as set forth in R7-2-606(H) or (I).
  2. The holder is qualified to teach students with mild to moderate mental retardation, emotional disability, specific learning disability, orthopedic impairments and other health impairments.
  3. The requirements are:
    - a. A Bachelor's degree,
    - b. One of the following:
      - i. Completion of a teacher preparation program in special education from an accredited institution, which included courses in mental retardation, emotional disability, specific learning disability, orthopedic impairments and other health impairments; or
      - ii. Forty-five semester hours of education courses which teach the standards described in R7-2-602, including 21 semester hours of special education courses and eight semester hours of practicum with students representing at least three of the five disability areas. Special education courses shall include survey of exceptional students; teaching methodologies and strategies for students with disabilities; foundations course in mild to moderate mental retardation, learning disability, emotional disabilities, and physical/health impairment; and diagnosis and assessment of mild disabilities. Two years of verified teaching experience in special education in grades K through 12 may substitute for the eight semester hours of practicum; or
      - iii. A valid cross-categorical special education certificate from another state.
    - c. A passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment,
    - d. A passing score on the cross-categorical special education portion of the Arizona Teacher Proficiency Assessment, and
    - e. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
- D. Standard Cross-Categorical Special Education Certificate – grades K through 12.
1. The certificate is valid for six years.
  2. The holder is qualified to teach students with mild to moderate mental retardation, emotional disability, specific learning disability, orthopedic impairments and other health impairments.
  3. The requirements are:
    - a. ~~Qualification for the A~~ provisional cross-categorical Special Education certificate;

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- b. A passing score on the performance portion of the Arizona Teacher Proficiency Assessment; If a performance portion of the Proficiency Assessment has not been adopted by the Board, two years of verified full-time teaching experience may be used to fulfill this requirement; and
- c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
- E. Provisional Specialized Special Education Certificate – grades K through 12.
  - 1. The certificate is valid for three years and is not renewable but may be extended as set forth in R7-2-606(H) or (I).
  - 2. The holder is qualified to teach students with mental retardation, emotional disability, specific learning disability, orthopedic impairments or other health impairments, as specified on the certificate.
  - 3. The requirements are:
    - a. A Bachelor's degree,
    - b. One of the following:
      - i. Completion of a teacher preparation program in the specified area of special education from an accredited institution; or
      - ii. Forty-five semester hours of education courses which teach the knowledge and skills described in R7-2-602, including 21 semester hours of special education courses and eight semester hours of practicum in the designated area of disability. Special education courses shall include survey of exceptional students, teaching methodologies for students with disabilities, foundations of instruction in the designated area of disability, and diagnosis and assessment of disabilities. Two years of verified teaching experience in the area of disability in grades K through 12 may be substituted for the eight semester hours of practicum; or
      - iii. A valid special education certificate in the specified area from another state.
    - c. A passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment,
    - d. A passing score on the specified disability special education portion of the Arizona Teacher Proficiency Assessment, and
    - e. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
- F. Standard Specialized Special Education Certificate – grades K through 12.
  - 1. The certificate is valid for six years.
  - 2. The holder is qualified to teach students with mental retardation, emotional disability, specific learning disability, orthopedic impairments or other health impairments, as specified on the certificate.
  - 3. The requirements are:
    - a. ~~Qualification for the A~~ provisional Special Education certificate;
    - b. A passing score on the performance portion of the Arizona Teacher Proficiency Assessment; If a performance portion of the Proficiency Assessment has not been adopted by the Board, two years of verified full-time teaching experience may be used to fulfill this requirement; and
    - c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
- G. Provisional Severely and Profoundly Disabled Certificate – grades K through 12.
  - 1. The certificate is valid for three years and is not renewable but may be extended as set forth in R7-2-606(H) or (I).
  - 2. The requirements are:
    - a. A Bachelor's degree,
    - b. One of the following:
      - i. Completion of a teacher preparation program in severely and profoundly disabled education from an accredited institution; or
      - ii. Forty-five semester hours of education courses which teach the knowledge and skills described in R7-2-602, including 21 semester hours of special education courses and eight semester hours of practicum. Special education courses shall include survey of exceptional students, teaching methodologies for students with severe and profound disabilities, foundations of instruction of students with severe and profound disabilities, and diagnostic and assessment procedures for students with severe and profound disabilities. Two years of verified teaching experience with students in grades PreK-12 who are severely and profoundly disabled may be substituted for the eight semester hours of practicum; or
      - iii. A valid Severely and Profoundly Disabled certificate from another state.
    - c. A passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment,
    - d. A passing score on the severely and profoundly disabled special education portion of the Arizona Teacher Proficiency Assessment, and
    - e. A valid fingerprint card issued by the Arizona Department of Public Safety.
- H. Standard Severely and Profoundly Disabled Certificate – grades K through 12.
  - 1. The certificate is valid for six years.
  - 2. The requirements are:
    - a. ~~Qualification for the A~~ provisional severely and profoundly disabled certificate;
    - b. A passing score on the performance portion of the Arizona Teacher Proficiency Assessment; If a performance portion of the Proficiency Assessment has not been adopted by the Board, two years of verified full-time teaching experience may be used to fulfill this requirement; and



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ing experience may be used to fulfill this requirement; and

c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**I. Provisional Hearing Impaired Certificate – birth through grade 12.**

1. The certificate is valid for three years and is not renewable but may be extended as set forth in R7-2-606(H) or (I).

2. The requirements are:

a. A Bachelor's degree,

b. One of the following:

i. Completion of a teacher preparation program in hearing impaired education from an accredited institution; or

ii. Forty-five semester hours of education courses which teach the knowledge and skills described in R7-2-602, including 21 semester hours of special education courses for the hearing impaired and eight semester hours of practicum. Special education courses shall include survey of exceptional students, teaching methodologies for students with hearing impairment, foundations of instruction of students with hearing impairment, and diagnostic and assessment procedures for the hearing impaired. Two years of verified teaching experience in the area of hearing impaired in grades PreK-12 may be substituted for the eight semester hours of practicum; or

iii. A valid hearing impaired certificate from another state.

c. A passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment,

d. A passing score on the hearing impaired special education portion of the Arizona Teacher Proficiency Assessment, and

e. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**J. Standard Hearing Impaired Certificate – birth through grade 12.**

1. The certificate is valid for six years.

2. The requirements are:

a. ~~Qualification for the A~~ provisional hearing impaired certificate;

b. A passing score on the performance portion of the Arizona Teacher Proficiency Assessment; If a performance portion of the Proficiency Assessment has not been adopted by the Board, two years of verified full-time teaching experience may be used to fulfill this requirement; and

c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**K. Provisional Visually Impaired Certificate – birth through grade 12.**

1. The certificate is valid for three years and is not renewable but may be extended as set forth in R7-2-606(H) or (I).

2. The requirements are:

a. A Bachelor's degree,

b. One of the following:

i. Completion of a teacher preparation program in visual impairment from an accredited institution; or

ii. Forty-five semester hours of education courses which teach the knowledge and skills described in R7-2-602, including 21 semester hours of special education courses for the visually impaired and eight semester hours of practicum. Special education courses shall include survey of exceptional students, teaching methodologies for students with visual impairment, foundations of instruction of students with visual impairment, and diagnostic and assessment procedures for the visually impaired. Two years of verified teaching experience in the area of visually impaired in grades PreK-12 may be substituted for the eight semester hours of practicum; or

iii. A valid visually impaired special education certificate from another state.

c. A passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment,

d. A passing score on the visually impaired special education portion of the Arizona Teacher Proficiency Assessment, and

e. Demonstration of competency in Braille through one of the following:

i. A passing score on the original version of the National Library of Congress certification exam, or

ii. A valid certificate for a literary Braille transcriber issued by the National Library of Congress, or

iii. A passing score on a Braille exam administered by another state, or

iv. A passing score on the Braille exam developed and administered by the University of Arizona. Individuals who take this test and are not students at the University of Arizona may be assessed a fee.

f. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**L. Standard Visually Impaired Certificate – birth through grade 12.**

1. The certificate is valid for six years.

2. The requirements are:

a. ~~Qualifications for the A~~ provisional visually impaired certificate;

b. A passing score on the performance portion of the Arizona Teacher Proficiency Assessment; If a performance portion of the Proficiency Assessment has not been adopted by the Board, two years of verified full-time teach-

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ing experience may be used to fulfill this requirement; and

c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**M. Provisional Early Childhood Special Education Certificate – birth through 5 years.**

1. The certificate is valid for three years and is not renewable but may be extended as set forth in R7-2-606(H) or (I).
2. The requirements are:
  - a. A Bachelor's degree,
  - b. One of the following:
    - i. Completion of a teacher preparation program in early childhood special education from an accredited institution; or
    - ii. Forty-five semester hours of education courses which teach the standards described in R7-2-602, including child development and learning, language development, social and emotional development, curriculum development and implementation, and assessment and evaluation, early childhood special education, and eight semester hours of practicum in early childhood special education. Two years of verified teaching experience in the area of early childhood special education may be substituted for the eight semester hours of practicum; or
    - iii. A valid early childhood special education certificate from another state.
  - c. A passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment,
  - d. A passing score on the early childhood special education portion of the Arizona Teacher Proficiency Assessment, and
  - e. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**N. Standard Early Childhood Special Education Certificate – birth through 5 years.**

1. The certificate is valid for six years.
2. Requirements are:
  - a. ~~Qualify for the A~~ provisional early childhood Special Education certificate;
  - b. Passing score on the performance portion of the Arizona Teacher Proficiency Assessment; If a performance portion of the Proficiency Assessment has not been adopted by the Board, two years of verified full-time teaching experience may be used to fulfill this requirement; and
  - c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**R7-2-613. PreK-12 Arts Education Certificates**

**A.** Except as noted, all certificates are subject to the general certification provisions in R7-2-607 and the renewal requirements in R7-2-619.

**B.** Provisional PreK-12 Arts Education Certificate: art, dance, dramatic arts or music.

1. The certificate is valid for three years and is not renewable but may be extended as set forth in R7-2-606(H) or (I).
2. The requirements are:
  - a. A Bachelor's degree.
  - b. One of the following:
    - i. Completion of a teacher preparation program in PreK-12 arts education in one of the following approved areas: art, dance, dramatic arts or music from a Board-approved teacher preparation program, described in R7-2-604; or
    - ii. Completion of a teacher preparation program in PreK-12 arts education in one of the following approved areas: art, dance, dramatic arts or music from an institution accredited by the National Association of Schools of Art and Design, National Association of Schools of Dance, National Association of Schools of Theatre, the National Association of Schools of Music, or National Council for Accreditation of Teacher Education; or
    - iii. Thirty semester hours of education or arts education courses which teach the knowledge and skills described in R7-2-602, including at least eight semester hours of elementary and secondary methods in the certificate area and 12 semester hours of practicum in the certificate area grades PreK-12. Two years of verified full-time teaching experience in the certificate area in grades PreK-12 may substitute for the 12 semester hours of practicum; or
    - iv. A valid PreK-12 arts education certificate from another state.
  - c. A passing score on the appropriate subject knowledge portion of the Arizona Teacher Proficiency Assessment. If a proficiency assessment is not offered in a subject area, an approved area shall consist of a minimum of 24 semester hours of courses in the subject.
  - d. A passing score on the professional knowledge portion of the Arizona Teacher Proficiency Assessment.
  - e. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**C.** Standard PreK-12 Arts Education Certificate: for art, dance, dramatic arts or music.

1. The certificate is valid for six years.
2. The requirements are:
  - a. ~~Qualification for the~~ The provisional PreK-12 Arts Education certificate.

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- b. Two years of verified teaching experience will be accepted in lieu of the performance portion of the Arizona Teacher Proficiency Assessment.
- c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**R7-2-614. Other Teaching Certificates**

**A.** Except as noted, all certificates are subject to the general certification provisions in R7-2-607.

**B.** Substitute Certificate – grades K through 12

1. The certificate is valid for six years and renewable by reapplication.
2. The certificate entitles the holder to substitute in the temporary absence of a regular contract teacher. A person holding only a substitute certificate shall not be assigned a contract teaching position.
3. An individual who holds a valid teaching or administrator certificate shall not be required to hold a substitute certificate to be employed as a substitute teacher.
4. A person holding only a substitute certificate shall be limited to teaching 120 days in the same school each school year.
5. The requirement for issuance is a Bachelor's degree and a valid fingerprint clearance card issued by the Arizona Department of Public Safety.
6. Substitute certificates previously issued as valid for life under this rule shall remain valid for life.

**C.** Emergency Substitute Certificate – grades K through 12

1. The certificate is valid for one school year or part thereof. The expiration date shall be the following July 1.
2. The certificate entitles the holder to substitute only in the district that verifies that an emergency employment situation exists.
3. The certificate entitles the holder to substitute in the temporary absence of a regular contract teacher. A person holding only an emergency substitute certificate shall not be assigned a contract teaching position.
4. The holder of an emergency substitute certificate shall be limited to 120 days of substitute teaching per school year.
5. The requirements for initial issuance are:
  - a. High school diploma, General Education diploma, or Associate's degree;
  - b. Verification from the school district superintendent that an emergency employment situation exists; and
  - c. A valid fingerprint clearance card issued by the Arizona Department of Safety.
6. The requirements for each reissuance are:
  - a. Two semester hours of academic courses completed since the last issuance of the Emergency Substitute Certificate. District in-service programs designed for professional development may substitute for academic courses. Fifteen clock hours of in-service is equivalent to one semester hour. In-service hours shall be verified by the district superintendent or personnel director. Individuals who have earned 30 or more semester hours are exempt from this requirement,
  - b. Verification from the school district superintendent that an emergency employment situation exists, and
  - c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**D.** Emergency Teaching Certificate – birth through grade 12

1. The emergency teaching certificate is valid one school year or part thereof. The expiration date shall be the following July 1. An emergency teaching certificate shall not be issued more than three times to an individual. An individual who receives an intern certificate and does not complete the requirements for a provisional certificate shall not be eligible for an emergency certificate.
2. The emergency teaching certificate entitles the holder to enter into a teaching contract.
3. Emergency teaching certificates shall be issued for early childhood, elementary, secondary, and special education certificates required by A.R.S. § 15-502(B), and required endorsements.
4. The emergency teaching certificate entitles the holder to teach only in the district or charter school that verifies that an emergency employment situation exists.
5. The requirements for initial issuance are:
  - a. A Bachelor's degree,
  - b. Verification from the school district superintendent or charter school administrator that an emergency employment situation exists,
  - c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety,
  - d. Verification from the district school superintendent or charter school administrator that the following requirements have been met and a highly qualified and employable candidate was not found:
    - i. The position was advertised on a statewide basis and with at least three career placement offices of higher education institutions, and
    - ii. The district or charter school is participating in any available ~~Arizona State~~ Board approved alternative path to certification program(s). This requirement may be waived if a district superintendent or charter school administrator provides evidence that an alternative path to certification program is either not available or not capable of alleviating the emergency employment situation.
6. In addition to the requirements listed in subsection (D)(5) the requirements for reissuance shall include six semester

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hours of education courses completed since the last issuance of the emergency teaching certificate.

**E. Teaching Intern Certificate – grades K through 12**

1. Except as noted, the teaching intern certificate is subject to the general certification provisions in R7-2-607.
2. The certificate is valid for one year from the date of initial issuance and may be extended yearly for no more than two consecutive years at no cost to the applicant if the provisions in subsection (E)(6) are met.
3. The teaching intern certificate entitles the holder to enter into a teaching contract while completing the requirements for an Arizona provisional teaching certificate. During the valid period of the intern certificate the holder may teach in a Structured English Immersion classroom, or in any subject area in which the holder has passed the appropriate Arizona Teacher Proficiency Assessment. The candidate shall be enrolled in an ~~Arizona State~~ Board authorized alternative path to certification program or an ~~Arizona State~~ Board approved teacher preparation program.
4. An individual is not eligible to hold the teaching intern certificate more than once in a five year period.
5. The requirements for initial issuance of the teaching intern certificate are:
  - a. A bachelor's degree or higher from an accredited institution;
  - b. A passing score on one or more subject knowledge portions of the Arizona Teacher Proficiency Assessment that corresponds to the applicant's teaching assignment(s);
  - c. Completion of the requirements for a Provisional Structured English Immersion endorsement, as prescribed in R7-2-613(J);
  - d. Verification of enrollment in an ~~Arizona State~~ a Board approved alternative path to certification program, or an ~~Arizona State~~ a Board approved teacher preparation program; and
  - e. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
6. The requirements for the extension of the teaching intern certificate are:
  - a. ~~Qualification for the initial issuance of the~~ The teaching intern certificate outlined in subsection (E)(5),
  - b. Official transcripts documenting the completion of required coursework, and
  - c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
7. The holder of the teaching intern certificate may apply for an Arizona Provisional Teaching certificate upon completion of the following:
  - a. Successful completion of an ~~Arizona State~~ a Board authorized alternative path to certification program or an ~~Arizona State~~ a Board approved teacher preparation program. This shall include satisfactory completion of a field experience or capstone experience of no less than one full academic year. The field experience or capstone experience shall include performance evaluations in a manner that is consistent with policies for the applicable alternative professional preparation program, as described pursuant to R7-2-604.04(B)(5),
  - b. A passing score on the required professional knowledge portion of the Arizona Teacher Proficiency Assessment,
  - c. The submission of an application for the provisional teaching certificate to the ~~Arizona~~ Department of Education, and
  - d. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**F. Adult Education Certificates**

1. The adult education certificates are issued for individuals teaching in the areas of Adult Basic Education, Adult Secondary Education, English Language Acquisition for Adults, or Citizenship.
2. Provisional Adult Education Certificate.
  - a. The certificate is valid for three years and is not renewable.
  - b. The requirement for issuance is a valid fingerprint clearance card issued by the Arizona Department of Public Safety and a Bachelor's degree or three years of experience as a teacher, tutor, or aide in an adult education program or in grades K through 12. Up to two years of experience may be waived by postsecondary academic credit, with 30 semester hours equivalent to one year of experience.
3. Standard Adult Education Certificate.
  - a. The certificate is valid for six years.
  - b. The requirements are:
    - i. One year of part-time or full-time teaching experience under a provisional adult education certificate, verified by an adult education program administrator;
    - ii. Completion of 10 clock hours in a professional development program described in R7-2-619(B) since the issuance of the provisional adult education certificate; and
    - iii. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
  - c. The renewal requirements are completion of 60 clock hours in a professional development program, described in R7-2-619(B).

**G. Junior Reserve Officer Training Corps Teaching Certificate – grades nine through 12**

1. The certificate is valid for six years and is renewable upon application.
2. The certificate is valid at any local education agency which conducts an approved Junior Reserve Officer Training Corps program of the Air Force, Army, Navy, or Marine Corps.
3. The requirements are:

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- a. Verification by the district of an approved Junior Reserve Officer Training Corps program of instruction in which the applicant will be teaching,
  - b. Verification by the district that the applicant meets the work experience required by the respective military service, and
  - c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
- H. Athletic coaching certificate – grades seven through 12
1. The certificate is valid for six years.
  2. The certificate entitles the holder to perform coaching duties in interscholastic and extracurricular athletic activities. It is not required for teachers who hold a valid elementary, secondary or special education certificate.
  3. The requirements are:
    - a. Valid certification in first aid and Coronary and Pulmonary Resuscitation (CPR),
    - b. Completion of 15 semester hours of courses which shall include at least three semester hours in courses related to each of the following:
      - i. Methods of coaching,
      - ii. Anatomy and physiology,
      - iii. Sports psychology,
      - iv. Adolescent psychology, and
      - v. The prevention and treatment of athletic injuries.
    - c. Two hundred ~~and~~ fifty hours of verified coaching experience in the sport to be coached. Coaching experience may include experience as a head coach or assistant coach in a school program or in an organized athletic league, and
    - d. A valid fingerprint clearance card issued by the Arizona Department of Public Safety.
  4. Renewal requirements are:
    - a. Completion of 60 clock hours in a professional development program described in R7-2-619(B),
    - b. Valid certification in first aid and CPR.
- I. Provisional Foreign Teacher Teaching Certificate
1. This certificate is required for a teacher or professor from any foreign country, state, territory or possession of the United States contracted through the foreign teacher exchange program as authorized by federal statutes enacted by the Congress of the United States or other foreign teacher recruitment programs approved by the United States Department of State.
  2. This certificate is valid for one year and may be extended for an additional year by the consent of the contracting governing board, the education service agency, the charter holder, or the Arizona Board of Regents.
  3. The requirements are:
    - a. Verification that training and background comply with the comparable Arizona teaching certificate as provided in R7-2-608, R7-2-609(B)(2), R7-2-610(B)(2), R7-2-611(C)(3), (E)(3), (G)(2), (I)(2), (K)(2), (M)(2), R7-2-612(D)(2), (F)(2), (H)(2), (J)(2), or (L)(2) and R7-2-613.
    - b. Holds a valid fingerprint clearance card issued by the Arizona Department of Public Safety.
    - c. Demonstrates fluency in English as verified by the Test of English as a Foreign Language (TOEFL) or other English proficiency tests approved by the ~~State Board of Education~~.
    - d. The passing score by the Test of English as a Foreign Language (TOEFL) or other English proficiency tests approved by the ~~State Board of Education~~ shall be determined by the Board using the results of validity and reliability studies. The passing score for each assessment shall be reviewed by the Board at least every three years.

**R7-2-615. Endorsements**

- A. An endorsement shall be automatically renewed with the certificate on which it is posted.
- B. Except as noted, all endorsements are subject to the general certification provisions in R7-2-607.
- C. Endorsements which are optional as specified herein may be required by local governing boards.
- D. Special subject endorsements – grades K through 12
  1. Special subject endorsements shall be issued in the area of art, computer science, dance, dramatic arts, music, or physical education.
  2. Special subject endorsements are optional.
  3. The requirements are:
    - a. An Arizona elementary, secondary, or special education certificate;
    - b. One course in the methods of teaching the subject at the elementary level and one course in the methods of teaching the subject at the secondary level; and
    - ~~e. One course in the methods of teaching the subject at the secondary level; and~~
    - ~~d. c.~~ One of the following:
      - i. Thirty semester hours of courses in the subject area which may include the courses listed in subsection (D)(3)(b), or
      - ii. A passing score on the subject area portion of the Arizona Teacher Proficiency Assessment, if an assessment

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has been adopted by the Board; or

iii. A passing score on a comparable out-of-state subject area assessment.

E. Mathematics Specialist Endorsement – grades K through eight

1. The mathematics specialist endorsement is optional.
2. The requirements are:
  - a. An Arizona elementary or special education certificate,
  - b. Three semester hours of courses in the methods of teaching elementary school mathematics, and
  - c. Fifteen semester hours of courses in mathematics education for teachers of elementary or middle school mathematics.

F. Reading Specialist Endorsement – grades K through 12. This subsection is valid until June 30, 2011.

1. The reading specialist endorsement shall be required of an individual in the position of reading specialist, reading consultant, remedial reading teacher, special reading teacher, or in a similar position.
2. The requirements are:
  - a. An Arizona elementary, secondary, or special education certificate; and
  - b. Fifteen semester hours of courses to include decoding, diagnosis and remediation of reading difficulties, and practicum in reading.

~~F.G.~~ Reading Endorsement. This subsection becomes effective on July 1, 2011.

1. A reading endorsement shall be required of an individual in the position of reading or literacy specialist, reading or literacy coach, and reading or literacy interventionist.
2. Reading Endorsement for grades K through eight. The requirements are:
  - a. A valid Arizona elementary special education or early childhood certificate,
  - b. Three years of full-time teaching experience,
  - c. Three semester hours of a supervised field experience or practicum in reading completed for the grades K through eight, and
  - d. One of the following:
    - i. Twenty-one semester hours beyond requirements of initial provisional or standard teaching certificate to include the following:
      - 1) Three semester hours in the theoretical and research foundations of language and literacy,
      - 2) Three semester hours in the essential elements of elementary reading and writing instruction (K through eight),
      - 3) Three semester hours in the elements of elementary content area reading and writing (K through eight),
      - 4) Six total semester hours in reading assessment systems,
      - 5) Three semester hours in leadership, and
      - 6) Three semester hours of elective courses in an area of focus that will deepen knowledge in the teaching of reading to elementary students, such as children's literature, or teaching reading to English Language Learners.
    - ii. Proof of a comparable valid reading specialist certificate or endorsement from another state may be substituted for the requirements described in subsections ~~(F)(2)(e)~~ (G)(2)(c) and (d)(i).
  - e. A passing score on the reading endorsement professional knowledge portion of the Arizona Educator Proficiency Assessment for grades K through eight may be substituted for 21 semester hours of reading endorsement coursework as described in subsection ~~(F)(2)(d)(i)~~ (G)(2)(d)(i).
3. Reading Endorsement for grades six through 12. The requirements are:
  - a. A valid Arizona elementary, secondary, or special education certificate;
  - b. Three years of full-time teaching experience;
  - c. Three semester hours of supervised field experience or practicum in reading completed for the grades six through 12; and
  - d. One of the following:
    - i. Twenty-one semester hours beyond requirements of initial provisional or standard teaching certificate to include the following:
      - 1) Three semester hours in the theoretical and research foundations of language and literacy;
      - 2) Three semester hours in the essential elements of reading and writing instruction for adolescents (grades six through 12);
      - 3) Three semester hours in the elements of content area reading and writing for adolescents (grades six through 12);
      - 4) Six total semester hours in reading assessment systems;
      - 5) Three semester hours in leadership; and
      - 6) Three semester hours of elective courses in an area of focus that will deepen knowledge in the teaching of reading such as adolescent literature, or teaching reading to English Language Learners.
    - ii. Proof of a comparable valid reading specialist certificate or endorsement from another state may be substituted for the requirements described in subsections ~~(F)(2)(e)~~ (G)(2)(c) and (d)(i).

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- tuted for the requirements described in subsections ~~(F)(3)(e)~~ (G)(3)(c) and (d)(i).
- e. A passing score on the reading endorsement professional knowledge portion of the Arizona Educator Proficiency Assessment for grades six through 12 may be substituted for 21 semester hours of reading endorsement coursework as described in subsection ~~(F)(3)(d)(i)~~ (G)(3)(d)(i).
4. Reading Endorsement – grades K through 12. The requirements are:
- a. A valid Arizona elementary, secondary, special education certificate or early childhood certificate;
  - b. Three years of full-time teaching experience;
  - c. Three semester hours of a supervised field experience or practicum in reading completed for the grades K through five;
  - d. Three semester hours of a supervised field experience or practicum in reading completed for the grades six through 12; and
  - e. One of the following:
    - i. Twenty-four semester hours beyond requirements of initial provisional or standard teaching certificate to include the following:
      - 1) Three semester hours in the theoretical and research foundations of language and literacy,
      - 2) Three semester hours in the essential elements of elementary reading and writing instruction (grades K through eight),
      - 3) Three semester hours in the essential elements of reading and writing instruction for adolescents (grades six through 12),
      - 4) Three semester hours in the elements of elementary content area reading and writing (grades K through eight),
      - 5) Three semester hours in the elements of content area reading and writing for adolescents (grades six through 12),
      - 6) Six total semester hours in reading assessment systems, and
      - 7) Three semester hours in leadership;
    - ii. Proof of a comparable valid reading specialist certificate or endorsement from another state may be substituted for the requirements described in subsections ~~(F)(4)(e)~~ (G)(4)(c), (d), and (e)(i).
  - f. A passing score on the reading endorsement professional knowledge portion of the Arizona Educator Proficiency Assessment for grades K through eight and a passing score on the reading endorsement professional knowledge portion of the Arizona Educator Proficiency Assessment for grades six through 12 may be substituted for 24 semester hours of reading endorsement coursework as described in subsection ~~(F)(4)(e)(i)~~ (G)(4)(e)(i).

**~~G-I~~ Elementary Foreign Language Endorsement – grades K through eight**

1. The elementary foreign language endorsement is optional.
2. The requirements are:
  - a. An Arizona elementary, secondary or special education certificate.
  - b. Proficiency in speaking, reading, and writing a language other than English, verified by the appropriate language department of an accredited institution. American Indian language proficiency shall be verified by an official designated by the appropriate tribe.
  - c. Three semester hours of courses in the methods of teaching a foreign language at the elementary level.

**~~H-I~~ Bilingual Endorsements – grades K through 12**

1. A provisional bilingual endorsement or a bilingual endorsement is required of an individual who is a bilingual classroom teacher, bilingual resource teacher, bilingual specialist, or otherwise responsible for providing bilingual instruction.
2. The provisional bilingual endorsement is valid for three years and is not renewable. The requirements are:
  - a. An Arizona elementary, secondary, supervisor, principal, superintendent, ~~or~~ special education, or ~~vocational~~ CTE certificate; and
  - b. Proficiency in a language other than English or sign language.
3. The holder of the bilingual endorsement is also authorized to teach English as a Second Language.
4. The requirements are:
  - a. An Arizona elementary, secondary, supervisor, principal, superintendent, special education, or ~~vocational~~ CTE certificate;
  - b. Completion of a bilingual education program from an accredited institution or the following courses:
    - i. Three semester hours of foundations of instruction for non-English-language-background students;
    - ii. Three semester hours of bilingual methods;
    - iii. Three semester hours of English as a Second Language for bilingual settings;
    - iv. Three semester hours of courses in bilingual materials and curriculum; assessment of limited-English-proficient students; teaching reading and writing in the native language; or English as a Second Language for bilingual settings;
    - v. Three semester hours of linguistics to include psycholinguistics; sociolinguistics; first language acquisi-

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- tion; and second language acquisition for language minority students; or American Indian language linguistics;
- vi. Three semester hours of courses dealing with school, community, and family culture and parental involvement in programs of instruction for non-English-language-background students; and
- vii. Three semester hours of courses in methods of teaching and evaluating handicapped children from non-English-language backgrounds. These hours are only required for bilingual endorsements on special education certificates.
- c. A valid bilingual certificate or endorsement from another state may be substituted for the courses described in subsection ~~(H)(4)(b)~~ (I)(4)(b);
- d. Practicum in a bilingual program or two years of verified bilingual teaching experience; and
- e. Proficiency in a spoken language other than English, verified by the language department of an accredited institution except in the case of Spanish and American Indian languages. Spanish language proficiency shall be demonstrated by passing the Arizona Classroom Spanish Proficiency Examination approved by the Board. American Indian language proficiency shall be verified by an official designated by the appropriate tribe.

**I.J.** English as a Second Language (ESL) Endorsements – grades K through 12

1. An ESL or bilingual endorsement is required of an individual who is an ESL classroom teacher, ESL specialist, ESL resource teacher, or otherwise responsible for providing ESL instruction.
2. The provisional ESL endorsement is valid for three years and is not renewable. The requirements are:
  - a. An Arizona elementary, secondary, supervisor, principal, superintendent, or special education, or ~~vocational~~ CTE certificate; and
  - b. Six semester hours of courses specified in subsection ~~(H)(3)(b)~~ (J)(3)(b), including at least one course in methods of teaching ESL students.
3. The requirements for the ESL endorsement are:
  - a. An Arizona elementary, secondary, supervisor, principal, superintendent, special education, or ~~vocational~~ CTE certificate;
  - b. Completion of an ESL education program from an accredited institution or the following courses:
    - i. Three semester hours of courses in foundations of instruction for non-English-language-background students. Three semester hours of courses in the nature and grammar of the English language, taken before January 1, 1999, may be substituted for this requirement;
    - ii. Three semester hours of ESL methods;
    - iii. Three semester hours of teaching of reading and writing to limited-English-proficient students;
    - iv. Three semester hours of assessment of limited-English-proficient students;
    - v. Three semester hours of linguistics; and
    - vi. Three semester hours of courses dealing with school, community, and family culture and parental involvement in programs of instruction for non-English-language-background students.
  - c. Three semester hours of a practicum or two years of verified ESL or bilingual teaching experience, verified by the district superintendent;
  - d. Second language learning experience, which may include sign language. Second language learning experience may be documented by any of the following:
    - i. Six semester hours of courses in a single second language, or the equivalent, verified by the department of language, education, or English at an accredited institution;
    - ii. Completion of intensive language training by the Peace Corps, the Foreign Service Institute, or the Defense Language Institute;
    - iii. Placement by the language department of an accredited institution in a third-semester level;
    - iv. Placement at level 1-intermediate/low or more advanced score on the Oral Proficiency Interview, verified by the American Council for the Teaching of Foreign Languages;
    - v. Passing score on the Arizona Classroom Spanish Proficiency Examination approved by the Board; or
    - vi. Proficiency in an American Indian language, verified by an official designated by the appropriate tribe.
  - e. A valid ESL certificate or endorsement from another state may be substituted for the requirements described in subsection ~~(H)(3)(b)~~ (J)(3)(b), (c), and (d).

**J.K.** Structured English Immersion (SEI) Endorsements – grades K through 12

1. From and after August 31, 2006, an SEI, ESL or bilingual endorsement is required of all classroom teachers, supervisors, principals and superintendents. For purposes of this rule, “supervisor,” “principal” and “superintendent” means an individual who holds a supervisor, principal or superintendent certificate.
2. The provisional SEI endorsement is valid for three years and is not renewable. The requirements are:
  - a. An Arizona elementary, secondary, special education, ~~career and technical education~~ CTE, supervisor, principal or superintendent certificate; and
  - b. For teachers, supervisors, principals and superintendents certified on or after August 31, 2006, three semester hours of courses in Structured English Immersion methods of teaching English Language Learner (ELL) stu-



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- dents, including but not limited to instruction in SEI strategies, teaching with the ELL Proficiency Standards adopted by the Board and monitoring ELL student academic progress using a variety of assessment tools; or
- c. For teachers, supervisors, principals and superintendents certified before August 31, 2006, one semester hour or 15 clock hours of professional development in Structured English Immersion methods of teaching ELL students, including but not limited to instruction in SEI strategies, teaching with the ELL Proficiency Standards adopted by the Board and monitoring ELL student academic progress using a variety of assessment tools through a training program that meets the requirements of A.R.S. § 15-756.09(B).
3. The requirements for the SEI endorsement are:
  - a. An Arizona elementary, secondary, special education, ~~career and technical education~~ CTE, supervisor, principal, or superintendent certificate; and
  - b. Qualification for the provisional SEI endorsement, and either:
    - i. Three semester hours of courses related to the teaching of the English Language Learner Proficiency Standards adopted by the ~~State Board of Education~~, including but not limited to instruction in SEI strategies, teaching with the ELL Proficiency Standards adopted by the Board and monitoring ELL student academic progress using a variety of assessment tools; or
    - ii. Completion of 45 clock hours of professional development in the teaching of the English Language Learner Proficiency Standards adopted by the ~~State Board of Education~~, including but not limited to instruction in SEI strategies, teaching with the ELL Proficiency Standards adopted by the Board and monitoring ELL student academic progress using a variety of assessment tools through a training program that meets the requirements of A.R.S. § 15-756.09(B).
4. Nothing in this ~~rule~~ Section prevents school districts from requiring certified staff to obtain an ESL or bilingual endorsement as a condition of employment.
5. The requirements for a Provisional SEI endorsement may be waived for a period not to exceed one year in accordance with certification reciprocity as prescribed in R7-2-621.
6. The requirements for a Provisional SEI endorsement may be waived for a period not to exceed one year for individuals who graduate from administrator or teacher preparation programs that are not approved by the ~~State Board of Education~~ and meet all other applicable certification requirements.
7. The requirements for a Provisional SEI endorsement may be waived for a period not to exceed one year for individuals who apply and otherwise qualify for a Provisional or Standard ~~Career and Technical Education~~ CTE Certificate pursuant to R7-2-612 under any option that does not require a valid Arizona teaching certificate.
8. An ESL or Bi-lingual endorsement obtained by a supervisor, principal, or superintendent on an Arizona teaching certificate may be added to a supervisor, principal, or superintendent certificate in order to satisfy the requirement in subsection ~~(H)(4)~~ (K)(1).

**~~K-L~~ Gifted Endorsements – grades K through 12**

1. A gifted endorsement is required of individuals whose primary responsibility is teaching gifted students.
2. The provisional gifted endorsement is valid for three years and is not renewable. The requirements are an Arizona elementary, secondary, or special education certificate and one of the following:
  - a. Two years of verified teaching experience in which most students were gifted,
  - b. Ninety clock hours of verified in-service training in gifted education, or
  - c. Six semester hours of courses in gifted education.
3. Requirements for the gifted endorsement are:
  - a. An Arizona elementary, secondary, or special education certificate;
  - b. Completion of nine semester hours of upper division or graduate level courses in an academic discipline such as science, mathematics, language arts, foreign language, social studies, psychology, fine arts, or computer science; and
  - c. Two of the following:
    - i. Three years of verified teaching experience in gifted education as a teacher, resource teacher, specialist, or similar position, verified by the district; or
    - ii. A minimum of 135 clock hours of verified in-service training in gifted education; or
    - iii. Completion of 12 semester hours of courses in gifted education. District in-service programs in gifted education may be substituted for up to six semester hours of gifted education courses. Fifteen clock hours of in-service is equivalent to one semester hour. In-service hours shall be verified by the district superintendent or personnel director. Practicum courses shall not be accepted toward this requirement; or
    - iv. Completion of six semester hours of practicum or two years of verified teaching experience in which most students were gifted.

**~~L-M~~ Early Childhood Education Endorsement – birth through age 8**

1. When combined with an Arizona elementary education teaching certificate or an Arizona special education teaching certificate, the Early Childhood Endorsement may be used in lieu of an early childhood education certificate as described in R7-2-608. When combined with an Arizona cross-categorical, specialized special education, or severe

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and profound teaching certificate as described in R7-2-611, the Early Childhood endorsement may be used in lieu of an Early Childhood Special Education certificate.

2. An endorsement shall be automatically renewed with the certificate on which it is posted.
3. The requirements are:
  - a. A valid Arizona elementary education teaching certificate as provided in R7-2-609 or a valid Arizona special education teaching certificate as provided in R7-2-611,
  - b. Early childhood education coursework and practicum experience which includes both of the following:
    - i. Twenty one semester hours of early childhood education courses to include all of the following areas of study:
      - (1) Foundations of early childhood education;
      - (2) Child guidance and classroom management;
      - (3) Characteristics and quality practices for typical and atypical behaviors of young children;
      - (4) Child growth and development, including health, safety and nutrition;
      - (5) Child, family, cultural and community relationships;
      - (6) Developmentally appropriate instructional methodologies for teaching language, math, science, social studies and the arts;
      - (7) Early language and literacy development;
      - (8) Assessing, monitoring and reporting progress of young children; and
    - ii. A minimum of eight semester hours of practicum including:
      - (1) A minimum of four semester hours in a supervised field experience, practicum, internship or student teaching setting serving children birth through preschool. One year of full-time verified teaching experience with children in birth through preschool may substitute for this student teaching experience. This verification may come from a school-based education program or center-based program licensed by the Department of Health Services or regulated by tribal or military authorities; and
      - (2) A minimum of four semester hours in a supervised student teaching setting serving children in kindergarten through grade three. One year of full-time verified teaching experience with children in kindergarten through grade three in an accredited school may substitute for this student teaching experience;
  - c. A valid fingerprint clearance card issued by the Arizona Department of Public Safety,
  - d. A passing score on the early childhood professional knowledge portion of the Arizona Educator Proficiency Assessment may be substituted for the 21 semester hours of early childhood education courses as described in subsection ~~(L)(3)(b)(i)~~ **(M)(3)(b)(i)**; and
  - e. A passing score on the early childhood subject knowledge portion of the Arizona Educator Proficiency Assessment.
4. Teachers with a valid Arizona elementary education certificate or Arizona special education certificate as of July 1, 2012 meet the requirements of this Section with evidence of the following:
  - a. A minimum of three years infant/toddler, preschool or kindergarten through grade three classroom teaching experience within 10 years prior to July 1, 2012; and
  - b. A passing score on the early childhood subject knowledge portion of the Arizona Educator Proficiency Assessment.

**~~M-N~~** Library-Media Specialist Endorsement – grades K through 12

1. The library-media specialist endorsement is optional.
2. Requirements are:
  - a. An Arizona elementary, secondary, or special education certificate;
  - b. A passing score on the Library Media Specialist portion of the Arizona Teacher Proficiency Assessment. A Master's degree in Library Science may be substituted for a passing score on the assessment; and
  - c. One year of teaching experience.

**~~N-O~~** Middle Grade Endorsement – grades five through nine

1. The middle grade endorsement is optional. The middle grade endorsement may expand the grades a teacher is authorized to teach on an elementary or secondary certificate.
2. The requirements are:
  - a. An Arizona elementary or secondary certificate, and
  - b. Six semester hours of courses in middle grade education to include:
    - i. One course in early adolescent psychology;
    - ii. One course in middle grade curriculum; and
    - iii. A practicum or one year of verified teaching experience, in grades five through nine.

**~~O-P~~** Drivers Education Endorsement

1. The drivers education endorsement is optional.
2. The requirements are:
  - a. An Arizona teaching certificate;

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- b. A valid Arizona driver's license;
- c. One course in each of the following:
  - i. Safety education,
  - ii. Driver and highway safety education, and
  - iii. Driver education laboratory experience; and
- d. A driving record with less than seven violation points and no revocation or suspension of driver's license within the two years preceding application.

**~~P-Q~~ Cooperative Education Endorsement – grades K through 12**

- 1. The cooperative education endorsement is required for individuals who coordinate or teach ~~vocational-cooperative education~~ CTE.
- 2. The requirements are:
  - a. A provisional or standard ~~vocational~~ CTE certificate in the areas of agriculture, business, family and consumer sciences, health occupations, marketing, or industrial technology; and
  - b. One course in ~~vocational-cooperative education~~ CTE.

**R7-2-616. Administrative Certificates**

A. All certificates are subject to the general certification provisions in R7-2-607 and the renewal requirements in R7-2-619.

**B. Supervisor Certificate – grades PreK-12**

- 1. Except for individuals who hold a valid Arizona principal or superintendent certificate, the supervisor certificate is required for all personnel whose primary responsibility is administering instructional programs, supervising certified personnel, or similar administrative duties.
- 2. The certificate is valid for six years.
- 3. The requirements are:
  - a. A valid Arizona early childhood, elementary, secondary, special education, ~~career and technical education~~ CTE certificate or other professional certificate issued by the ~~Arizona Department of Education~~;
  - b. A Master's or more advanced degree;
  - c. Three years of verified full-time teaching experience or related education services experience in a PreK-12 setting;
  - d. Completion of a program in educational administration which shall consist of a minimum of 18 graduate semester hours of educational administration courses which teach the knowledge and skills described in R7-2-603 to include three credit hours in school law and three credit hours in school finance;
  - e. A practicum in educational administration or two years of verified educational administrative experience in grades PreK-12;
  - f. A passing score on the Arizona Administrator Proficiency Assessment; ~~and~~
  - ~~g.~~ An SEI endorsement or an ESL endorsement or a Bilingual Endorsement; and
  - ~~g-h.~~ A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**C. Principal Certificate – grades PreK-12**

- 1. The principal certificate is required for all personnel who hold the title of principal, assistant principal, or perform the duties of principal or assistant principal as delineated in A.R.S. Title 15.
- 2. The certificate is valid for six years.
- 3. The requirements are:
  - a. A Master's or more advanced degree;
  - b. Three years of verified teaching experience in grades PreK-12;
  - c. Completion of a program in educational administration for principals including at least 30 graduate semester hours of educational administration courses teaching the knowledge and skills described in R7-2-603 to include three credit hours in school law and three credit hours in school finance;
  - d. A practicum as a principal or two years of verified experience as a principal or assistant principal under the supervision of a certified principal in grades PreK-12;
  - e. A passing score on either the Principal or Superintendent portion of the Arizona Administrator Proficiency Assessment; ~~and~~
  - ~~f.~~ An SEI endorsement or an ESL endorsement or a Bilingual Endorsement; and
  - ~~f-g.~~ A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

**D. Superintendent Certificate – grades PreK-12**

- 1. Individuals who hold the title of superintendent, assistant superintendent or associate superintendent and who perform duties directly relevant to curriculum, instruction, certified employee evaluations, and instructional supervision may obtain the superintendent certificate.
- 2. The certificate is valid for six years.
- 3. The requirements are:
  - a. A Master's or more advanced degree including at least 60 graduate semester hours;
  - b. Completion of a program in educational administration for superintendents, including at least 36 graduate semes-

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ter hours of educational administrative courses which teach the standards described in R7-2-603 to include three credit hours in school law and three credit hours in school finance;

- c. Three years of verified full-time teaching experience or related education\_services experience in a PreK-12 setting;
- d. A practicum as a superintendent or two years verified experience as a superintendent, assistant superintendent, or associate superintendent in grades PreK-12;
- e. A passing score on the Superintendent portion of the Arizona Administrator Proficiency Assessment; ~~and~~
- f. An SEI endorsement or an ESL endorsement or a Bilingual endorsement; and
- ~~f.g.~~ A valid fingerprint clearance card issued by the Arizona Department of Public Safety.

E. Reciprocity. The Board shall issue an Arizona reciprocal supervisor, principal or superintendent certificate to an applicant who holds a valid equivalent certificate from another state and meets the requirements as set forth in subsection (B)(3), (C)(3), or (D)(3).

- 1. Certificates shall be valid for one year and are nonrenewable.
- 2. The applicant shall possess a valid fingerprint clearance card issued by the Arizona Department of Public Safety.
- 3. The deficiencies allowed pursuant to Arizona Revised Statutes in ~~US/Arizona~~ U.S./Arizona Constitutions, a passing score on all required portions of the Arizona Administrator Proficiency Assessment, fulfillment of Structured English Immersion (SEI) clock hours as required by Board rule shall be satisfied prior to the issuance of any other certificate prescribed in this Chapter, except as noted below:
  - a. The applicable Arizona Administrator Proficiency Assessment shall be waived for applicants with a passing score on a comparable assessment from another state or three years of verified full time administrative experience.
  - b. The three years of verified administrative experience shall have been during the last valid period of the certificate produced from the other state.

**R7-2-618. Fees**

A. The Superintendent of Public Instruction or the Superintendent's designee shall collect proper fees for certification services and shall transmit the fees to the state Treasurer. The following fees are established for certification services:

- 1. Evaluation of qualification for a certificate: \$30.
- 2. Evaluation of qualification for an endorsement: \$30.
- 3. Issuance of a certificate, endorsement, or letter of non-qualification: \$30.
- ~~3-4.~~ Renewal of a certificate: \$20.
- ~~4-5.~~ Name change, duplicate copy, or changes of coding to existing files or certificates: \$20.
- 5. ~~Processing of fingerprints through state and federal law enforcement agencies: \$32, unless a different fee is required to be paid to another state agency.~~

~~B.~~ The Superintendent of Public Instruction or the Superintendent's designee shall collect \$10 for each administration and evaluation, in whole or in part, of the Arizona Teacher Proficiency Assessment administered by the Department and shall transmit the fees to the state Treasurer.

~~C.B.~~ Fees shall be paid by money order, cashier's check, certified check, business check, or personal check and shall be made payable to the order of the Arizona Department of Education. If a check offered in payment for services is not cleared by the financial institution, the applicant shall be notified to pay the fees by money order or certified check. If a certificate has been issued or renewed and payment is not received within two weeks of notification to the applicant, the Board shall file a statement of complaint pursuant to R7-2-1302. If a certificate or renewal has not been issued, no certificate or renewal shall be issued until the fees are paid by cashier's check or money order.

~~D.C.~~ Fees paid pursuant to this ~~rule~~ Section are not refundable.

**R7-2-619. Renewal Requirements**

- A. A certificate may be renewed within six months of its expiration date except that an individual holding multiple valid certificates may renew all certificates at one time in order to align the expiration dates of each certificate. Certificates being aligned shall be renewed at the same time as the certificate that will expire first. Individuals seeking to align certificates shall meet the renewal requirements for each certificate being aligned. Certificates aligned pursuant to this Section may be valid for less than six years.
- B. A certificate may be renewed within one year after it expires. Individuals whose certificates have been expired for more than one year shall reapply for certification under the requirements in effect at the time of reapplication. Nothing in this Section shall imply that an individual may be employed in a position that requires certification after the expiration of the relevant certificate. Professional development must relate to Arizona academic or professional educator standards or apply toward the attainment of an additional Arizona certificate, endorsement, or approved area.
- C. Renewal of certificates requires the completion of professional development after the most recent issuance or renewal of the certificate. Professional development shall consist of any of the following activities:
  - 1. Courses related to education or a subject area taught in Arizona schools, taken from an accredited institution. Each semester hour of courses shall be equivalent to 15 clock hours of professional development. The required documenta-

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- tion shall be an official transcript.
2. Professional activities such as conferences and workshops related to the profession of teaching or the field of public education. A maximum of 30 clock hours per year may be earned by attendance at professional conferences and workshops. The required documentation shall be a conference agenda and a statement or certificate from the sponsoring organization noting the clock hours earned.
  3. District-sponsored or school-sponsored in-services or activities which are specifically designed for professional development. The required documentation shall be written verification from the sponsoring district or school stating the dates of participation and the number of clock hours earned.
  4. Internships in business settings. The internship shall be based on an agreement between a business and a district or school with the stated objective of aligning teaching curriculum with workplace skills. A maximum of 80 clock hours may be earned through business internships. The required documentation shall be written verification by the sponsoring business and district or school stating the dates of participation and number of clock hours earned.
  5. Educational research. The research shall be sponsored by a research facility or an accredited institution or funded by a grant. The required documentation shall be the published report of the research or verification by the sponsoring agency; and a statement of the dates of participation and the number of clock hours earned.
  6. Serving in a leadership role of a professional organization that provides training, activities, or projects related to the profession of teaching or the field of public education. A maximum of 30 clock hours per year may be earned by serving in a leadership role of a professional organization. The required documentation shall be written verification by the governing body of the professional organization of the dates of service and clock hours earned.
  7. Serving on a visitation team for a school accreditation agency. A maximum of 60 clock hours per year may be earned by serving on a visitation team. The required documentation shall be written verification from the accreditation agency of the dates of service and clock hours earned.
  8. Completion of the process for certification by the National Board of Professional Teaching Standards. The required documentation shall be written verification from the National Board of Professional Teaching Standards and a statement from the employing district or school verifying the dates and the clock hours earned during the certification process.
- D.** An individual holding a Standard teaching certificate, an administrative certificate, or other professional certificate, may renew the certificate upon completion of 180 clock hours of professional development.
- E.** An individual who is employed by a school or school district at the time of renewal shall submit the required documentation of professional development to the district superintendent, director of personnel, or other designated administrator for verification. A certified individual who is not employed by a school or school district at the time of renewal shall submit the required documentation of professional development to a county school superintendent, the dean of a college of education, or the Department for verification. The school or district official, county school superintendent, or the dean of a college of education shall verify on forms provided by the Department the number of hours of professional development completed by the individual during the valid period of the certificate being renewed.
- F.** The Department shall issue a Standard teaching certificate of the same type.